

29025 - Foreign Language (English)

Syllabus Information

Academic year: 2024/25

Subject: 29025 - Foreign Language (English)

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 6.0

Year: 4

Semester: First semester

Subject type: Optional

Module:

1. General information

One of the main goals of this subject, which will be taught in English, is for students to improve their oral and written communicative competence in this language in order to be able to function in their profession in an international context. The subject will be approached from the point of view of specific approaches and objectives, reinforcing the practice of the language in its five skills, communicative situations and professional conventions.

2. Learning results

1. Solve communicative situations, simulations and practical cases in English that involve the understanding of the fundamental concepts of the subject and their correct application.
2. Show fluency, correctness and confidence in oral expression in English.
3. Master the specific vocabulary of the English language, with special attention to the formal register of the language and the language of protocol used in the field of management and public administration at the international level.
4. Understand and handle different types of texts in French, including ICT and audiovisual media, valuing them as sources of information necessary for professional activity.
5. Express themselves in writing with coherent discourse and clear language on topics related to the future profession.
6. Identify socio-cultural aspects and differences of international interlocutors in the professional field of management and public administration.

3. Syllabus

Unit 1. The Company. Company organization: hierarchy and functions. Description of job positions. Company profiles.

Unit 2. Socializing and Telephoning: Telephone Language. Introductions and Invitations. Small Talk. Cross-cultural communication.

Unit 3. Recruitment. Understanding job offers. Writing a CV and a letter of application. The job interview.

Unit 4. Making Presentations. Preparing a presentation. Signalling language. Structure of a presentation. Presentation Techniques.

Unit 5. Business Correspondence. Email writing in professional contexts.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Master class: 30 hours (theoretical-practical sessions in which the contents of the subject will be explained).

Practical exercises: 30 hours (problem solving and case studies, assignments, face-to-face tutorials and field visits to).

Personal study and preparation of practical assignments: 84 hours.

Assessment tests. 6 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 15 hours (theoretical-practical sessions [videoconferences and/or learning pills] at where the contents of the subject will be explained).

Distance learning activities: 15 hours (virtual network work or activities on the Moodle platform or online tutorials).

Personal study and preparation of practical assignments: 114 hours.

Assessment tests. 6 hours.

5. Assessment system

5.1. VIRTUAL MODE

Both PRESENT and VIRTUAL STUDENTS can pass the course through the **CONTINUOUS ASSESSMENT** (only in the first call). Students who opt for this system will be evaluated by means of theoretical and practical activities oral and written periodically. In this form of evaluation, the completion of all assignments is mandatory.

Periodic activities will be distributed as follows:

1. Written and oral assignments related to the syllabus that will be proposed throughout the term: (20%).
2. Individual and synchronous oral test on communicative situations of the syllabus. It will be held on a date agreed upon with student: (20 %).
3. Professional global simulation project. Individual work: completion of a dossier in English, supervised by the teacher, related to the contents of the subject. Written and oral English language skills are assessed and will be delivered one week before the end of the term: (60%).

Both PRESENT and VIRTUAL STUDENTS who do not opt for continuous assessment, who do not pass the subject through this type of assessment or who wish to improve their mark, will be assessed through a **FINAL TEST** of theoretical-practical, face-to-face and individual assessment of a theoretical-practical nature, which will consist of the following written and oral activities in the English language:

- Written activities: (5 points)

Of communicative situations, grammar and vocabulary (2 points).

Written expression and interaction (2 points).

Reading comprehension (1 point).

- Oral activities: (5 points)

Oral expression and interaction (3 points).

Listening comprehension (2 points).

In the continuous assessment and in the overall assessment, the subject will be considered passed when at least half of the points assigned to the written and oral activities are achieved (a minimum of 2.5 points out of 10 points in the written and oral tests). If not achieved, the final grade cannot be higher than 4 out of 10.

Oral (50%) and written (50%) competencies will be evaluated according to these criteria:

- The level of preparation of the tasks.
- The use of vocabulary and register relevant to the communication situation.
- Comprehension of different types of written documents and oral situations.
- Syntactic and morphological correctness.
- Fluency, correctness and pronunciation.

5.2. PRESENCE-BASED MODALITY

The only difference between the face-to-face and virtual modality is that the continuous evaluation will be done online through the digital teaching ring (ADD) with videoconferencing tools, assignments and quizzes in Moodle.

6. Sustainable Development Goals

4 - Quality Education

11 - Sustainable Cities and Communities